

Air Force Security Assistance Center

*Build International Partner Capabilities in Support of Global
Security Objectives*

(Unclassified)



U.S. AIR FORCE

Supply Discrepancy Report - Automation (SDR-A) Original SDR Submission Wizard Tutorial

AFSAC/IARGB Section

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AFSAC Online Home Page

(<https://afsac.wpafb.af.mil>)



AFSAC

AFSAC
Online

Home

What's New

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Supporting
Worldwide
Partnerships

Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

AFSAC Online Links

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AFSAC Online

- AFSAC's goal is to satisfy our customers' needs. This Web based service is another attempt to achieve that goal. It is not intended to replace existing services. We have developed this service to provide easy, around the clock access to our business applications.

The Supply Discrepancy Report Automation (SDR-A) tool is accessed through AFSAC Online using any Internet connection.

- Business applications
(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



AFSAC Online SDR Submission



AFSAC

Security Cooperation
Information Portal (SCIP)
Web Site

Password Required

Apply for SCIP Portal
Account

Application Links

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Letter of Request (LOR)

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About AFSAC

CLSSA Brochure

CLSSA Summary
Briefing

Repair/Replace Briefing

AFSAC Library

- AFSAC's goal is to satisfy our customers' needs. This Web based service is another attempt to achieve that goal. It is not intended to replace our valued personal interface with our customer. Because our customers are worldwide, we have developed this interface to provide easy, around-the-clock access to information about our services.

- Business applications

(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data

We also provide a
(WWRS), Technician
(LOR) Submission

The Supply Discrepancy Report Automation (SDR-A) Submission Wizard Tool is accessed through the Applications Links in AFSAC Online.

We are constantly
automated password resets and additional AFSAC Online Metrics in upcoming months.

Access our business applications directly from our navigation menu on the left side of all our pages.

SDR Submission Wizard

SDR Customer Query

SDR Monthly Report

**Selectin
g**

A link has been added to our menu to access tutorials for our Business Applications. These tutorials are PowerPoint Presentations that walk you through each of our various business applications.

- WEBLINK International Access

WebLINK International is a web based service provided by the Defense Logistics Information Service. It provides one-step access to multiple databases, which allow a user to research the supply pipeline by country and service. Click the link above to go directly to their website to find out more about this service. [Click here for access and sponsorship requirements.](#)



AFSAC Online Login



AFSAC

AFSAC Login

User Name:

Password:

User IDs and passwords are **NOT** case sensitive.

Use your AFSAC Online ID and Password to access the SDR Automation Submission Tool.

NOTE: If you have logged-in to any of the other SDR-A tools, this screen will be skipped.



SDR Submission Main Screen



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Help

From this screen you can choose 1 of 7 wizards:

1. Original
2. Info Copy
3. Resubmit
4. Contested
5. Corrected
6. Cancel
7. Follow Up

Note: ILCO Update is for AFSAC USG Personnel only.



SDR Original Submission Wizard



AFSAC

Supply Discrepancy Report (v.m10.3)

Original

Info Copy

Resubmit

Contested

Corrected

Cancel

Follow Up

ILCO Update

Prev

Next

Enter your Report Information

Help

Document Number

Document Suffix

Load Draft SDR

Portal Submission Indicator

SDR Suffix

Original

Total Report Number (SDR Number)

SIO

Serial Number

Country Code

Case

Line

Use Original Wizard to:

- Submit a new report
- Lead you through the SDR submittal process
- See your completed SF364 at the end



SDR Original

Enter Doc



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter your **Report Information**

Help

Document Number

Document Suffix

D 45V42673886

Load Draft SDR

Portal Submission Indicator

SDR Suffix

Original

Total Report Number (SDR Number)

SIO

Serial Number

Country Code

Case

Line


1. Enter your document number
2. Document Suffix is optional
3. OR - Click "Load Draft SDR" button to load previous SDR draft information



SDR Original Load Draft SDR



AFSAC



Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev | Next | Enter your **Report Information** | Help

Document Number
D 45V42673886

Document Suffix
Load Draft SDR

Portal Submission Indicator
SA Customer Submission

SDR Suffix
Original

To shorten the list and speed it up, you can do one or more of the following.

- pick the country
- enter all or part of the case
- enter all or part of the line
- enter the SIO

Total Report Number (SDR Number)

SIO
A

Serial Number
1005

Country Code

Case
KDH

Line
001

Each time data is entered into a SDR record, a draft version is saved until it is submitted. You can come back many times to complete a SDR entry.



SDR Original

Select SDR Draft



Supply Discrepancy Report

[Original](#) [Info Copy](#) [Resubmit](#) [Contested](#) [Corrected](#) [Cancel](#) [Follow Up](#) [ILCO Update](#)

Select the **Draft SDR** you want.

[Help](#)

Country Code	Country Name	Case	Line	SDR Number	Seq	Document Number	Suffix	Submitted By	Select SDR	Delete SDR	View SDR
		KCQ	004	V7276	0	D 15V71590851	A		Select	Delete	View/Submit SDR
		KCQ	004	V8011	0	D 14471200001	C		Select	Delete	View/Submit SDR
		KCS	001	W8002	0	D 15V72970124	A		Select	Delete	View/Submit SDR
		KCS	001	Z8001	0	D 15V70371154			Select	Delete	View/Submit SDR

User may . . .

--"Select SDR" button next to draft SDR you want to continue editing OR

--"Delete SDR" button next to draft SDR you want to remove OR

--"View SDR" button to view, print, and/or submit SDR



SDR Original Portal Submission Indicator



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev Next Enter your **Report Information** Help

*Document Number Document Suffix
D 45V42673886 Load Draft SDR

*Portal Submission Indicator
SA Customer Submission
Freight Forwarder Submission
Other Activity as authorized by SA Customers

SDR Suffix
Original

Use the pull-down menu to fill the PSI field. This field indicates who input the SDR.

Total Report Number (SDR Number)

*SIO *Serial Number *Country Code *Case *Line



SDR Original

SIO/Serial #/Country/Case/Line



AFSAC

 **Supply Discrepancy Report (v.m10.3)** 

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter your **Report Information**

Help

Document Number

D 45W42673886

Document Suffix

Load Draft SDR

Portal Submission Indicator

SA Customer Submission

SDR Suffix

Original

Enter Country Code, Case, and Line #

Total Report Number (SDR Number)

SIO

Serial Number

A

1005

Country Code

Case

Line

- SIO is country assigned & can be any letter between A to Z (except "R" -AFSAC use).
- Serial Number is 0001 to 9999.


Note: Country Code will default to user's country, based on User's ID. *Country data may pre-fill based on document number entered.*



SDR Original Next



AFSAC



Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Help

Enter your **Report Information**

Document Number
D 45V42673886

Document Suffix

Load Draft SDR

Portal Submission Indicator
SA Customer Submission

SDR Suffix
Original

Total Report Number (SDR Number)

SIO
A

Serial Number
1005

Country Code

Case
KDH

Line
001

When all the fields are filled in on this page, click the "Next" button.



AFSAC

Processing Errors

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter your **Report Information**

Help

Document Number

Document Suffix

Load Draft SDR

Portal Submission Indicator

SDR Suffix

Original

Total Report Number (SDR Number)

SIO

Serial Number

Country Code

Case

Line

TW

TW - TAIWAN

Processing Errors -- Web Page Dialog		
Bypass	Field	Error Description
<input type="checkbox"/>	Case	Required Field: Case
<input type="checkbox"/>	Line	Required Field: Line
<input type="checkbox"/>	Document Number	Required Field: Document Number
<input type="checkbox"/>	SIO	Required Field: SIO
<input type="checkbox"/>	Serial Number	Required Field: Serial Number
<input type="checkbox"/>	Portal Submission Indicator	Required Field: Portal Submission Indicator

If there is a problem with the data or missing data, this pop-up will appear which explains what you need to do to correct. If a 'checkbox' appears in the 'Bypass' column, you can bypass the error; otherwise, you must correct error to proceed.



SDR Original Pre-fill Options



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev Next The **Prefills** screen allows you to select a delivery, shipment, and / or requirement to prefill the SDR data. Help

Document Number: D 45V42673886 Document Suffix: Case: KDH Line: 001 Clear

Deliveries

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI Qty	Billed Value	RIC	RAC	Fund	Date Del Proc	ARC	Select Delivery
D 45V42673886		KDH/001	6680010354465			EA 2	1538.72	S9G I		NL	15 Oct 2004		Select

Shipments

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI Qty	RIC	Ship Date	Transportation Control Number	DODAAC	MOS	Select Shipment
D 45V42673886		KDH/001	6680010354465			EA 2	S9G	09 Oct 2004	45V42673886XX	W25G1U	5	Select

Requirements

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	Adv Cd	UI Qty	Pri	Proj	RIC	MS	ERRC	BC	PGM	Date Proc	Select Requirement
D 45V42673886	R	KDH/001	6680010354465	SX		2L	EA 2	6		S9G U	N		9	3	08 Oct 2004	Select

Pre-fills screen allows your to select a delivery, shipment and/or requirement to pre-fill the SDR data. If only one record exists, the system will pre-select it for you



SDR Original Pre-fill Options



AFSAC

Supply Discrepancy Report (v.m10.3)

Original Info Copy Resubmit Contested Corrected Cancel Follow Up ILCO Update

Prev

Next

The **Prefills** screen allows you to select a delivery, shipment, and / or requirement to prefill the SDR data.

Help

Document Number

Document Suffix

Case

Line

D 45V42673886

KDH

001

Clear

Deliveries

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI Qty	Billed Value	RIC	RAC	Fund	Date Del Proc	ARC	Select Delivery
D 45V42673886		KDH/001	6680010354465			EA 2	1538.72	S9G I					

Shipments

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI Qty	RIC	Ship Date	Transporta Control Num
D 45V42673886		KDH/001	6680010354465			EA 2	S9G	09 Oct 2004	45V42673886

Requirements

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	Adv Cd	UI Qty	Pri	Proj	RIC	MS	ERRC	BC	PGM	Date Proc	Select Requirement
D 45V42673886	R	KDH/001	6680010354465	SX		2L	EA 2	6		S9G U	N		9	3	08 Oct 2004	Select

If you do not want to use all pre-fill data fields, then click on the "Clear" button to deselect all data.



SDR Original Pre-fill Options



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

The **Prefills** screen allows you to select a delivery, shipment, and / or requirement to prefill the SDR data.

Help

Document Number

Document Suffix

Case

Line

Clear

D 45V42673886

KDH

001

Deliveries

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI Qty	Billed Value	RIC	RAC	Fund	Date Del Proc	ARC	Select Delivery
D 45V42673886		KDH/001	6680010354465			EA 2	1538.72	S9G I		NL	15 Oct 2004		Select

Shipments

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	UI Qty	RIC	Ship Date	Transportation Control Number	DODAAC	MOS	Select Shipment
D 45V42673886		KDH/001	6680010354465			EA 2	S9G	09 Oct 2004	45V42673886XX	W25G1U	5	Select

Requirements

Document Number	Suffix	Case/Line	NSN or Part Number	AF MMAC	Navy COG	Adv Cd	UI Qty	Pri	Proj	RIC	MS	ERP	PC	PCM	Date	Select
D 45V42673886	R	KDH/001	6680010354465	SX		2L	EA 2	6		S9G U	N					

Then, click on the Select buttons for the data you wish to use.



SDR Original Manual Entry



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev Next The **Manual** screen allows you to manually enter missing delivery, shipment, and requirement SDR data.

Help

Document Number

D 45V42673886

Document Suffix

Case

KDH

Line

001

*Supplementary Address

DA4KDH

Common Data

**NSN

Air Force MMAC

6680010354465

5X

*Unit of Issue

EA

Req Advice Code

2L

**Manufacturer's CAGE Code

**Part Number

Routing Identifier Code (RIC)

S9G

Budget Code

9

**Nomenclature

CASE,INDICATOR

Fund Code

NL

ERRC

N

Navy COG

** User must enter NSN or CAGE/Part Number or Nomenclature.

DoD EMALL

no

Delivery Data

Quantity Billed

2

Date Delivery Process

15 Oct 2004

Reporting Activity Code (RAC)

I

Transportation Bill Code

B

Billed Value

1538.72

Delivery Source Code

AA

Interfund Bill Number

2CAD4

Shipment Data

*Quantity Shipped

2

Shipper's RIC

Shipment Unit Control Number

45V42673886XX

Carrier's Document Type

Date Shipped

09 Oct 2004

Shipper's DODAAC

W25G1U

Carrier's Document Number

Fields marked with a * are required.

- Manually enter data about what you requisitioned, what was shipped, and what was delivered/billed.

- Some fields may be pre-populated based on your selections from the pre-fill data, or from lookups based on



SDR Original Contract Data



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

You may select one of the available **Contracts** then enter additional data, or you may enter all of the contract data.

Help

Document Number	PIIN	CLIN	GFE/GFM	Call Order	Shipment ID Number	Type Instrument	Select Contract
-----------------	------	------	---------	------------	--------------------	-----------------	-----------------

Document Number

D 45V42673886

PIIN

Call Order Number

Contract Line Item Number

Shipment ID Number

Clear

- The pre-fill data for this page is provided from the Air Force contracting systems via an interface with the SAMIS contracts query (QAID = 205).
- At this time, pre-fill data is only available for Air Force contracts.
- If a contract record exists that matches the SDR document number, press 'Select' to pre-fill that contract information.
- Customer may enter contract data manually, if known.


Fields marked with a * are required.




SDR Original Discrepancy/Action Codes



AFSAC



Supply Discrepancy Report (v.m10.3)



Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter up to three **Discrepancy / Action Code** pairs.

Help

*SDR Type
shipping

*Location Of Discrepant Material

Input *Discrepancy Code - *Action Code

		...
		...
		...

This screen allows you to enter the information about the discrepancy and what action is requested.

Fields marked with a * are required.



SDR Original Discrepancy/Action Codes



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter up to three **Discrepancy / Action Code** pairs.

Help

*SDR Type

shipping
shipping
packaging
both / dual

Discrepant Material
by Depot

Use the drop-down menu to
select the "SDR Type".

This is a required field.

Input *Discrepancy Code - *Action Code

		...
		...
		...



SDR Original Discrepancy/Action Codes



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev Next Enter up to three **Discrepancy / Action Code** pairs. Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot
ICD - In-Country Depot
FFD - Freight Forwarder
USG - USG Facility
CON - Contractor Facility

Fields marked with a * are required.

Use the drop-down menu to select the "Location of Discrepant Material". This is a required field.



SDR Original Discrepancy/Action Codes



AESAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter up to three **Discrepancy / Action Code** pairs.

Help

*SDR Type

shipping

*Location Of Discrepant Material

Input *Discrepancy Code - *Action Code

		...
		...
		...

The Help system provides some valuable information on using discrepancy and action code combinations.

You can enter up to three different discrepancies and action codes.

At this time, Product Quality (Q codes) or Missing Components (C4, C5, & S9 codes) discrepancies must be submitted alone on a report (there can be no other discrepancies on that report). Other discrepancies can be submitted together (up to 3).

This is a required field.

Fields marked with a * are required.



SDR Original Discrepancy/Action Codes



AFSAC

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter up to three **Discrepancy / Action Code** pairs.

Help

*SDR Type

shipping

*Location Of Discrepant Material

ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

		...
		...
		...

Discrepancy Action Input - Original - Microsoft Internet Explorer

Some guidelines on choosing your discrepancy code:

A good place to start if you don't know which code describes your problem; reading through the categories first should help you find the correct area without needing to read the entire list.

Product Quality (Item) Deficiencies or Missing Component discrepancies must be submitted alone on a report (there can be no other discrepancies on that report). Other discrepancies can be submitted together.

If you have received an incorrect item, you will most likely want to submit an Incorrect (Wrong) Item discrepancy and a Shortage or Non-Receipt discrepancy.

Other Discrepancies (Z1) can be used if there does not appear to be a code applicable to your problem, however Z1 discrepancies will take longer to process. Please be sure to elaborate on your problem in the remarks section later.

Some guidelines on choosing your action code:

Your action code represents what action you are requesting to be taken.



SDR Original Discrepancy/Action Codes



AFSAC

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter up to three **Discrepancy / Action Code** pairs.

Help

*SDR Type

shipping

*Location Of Discrepant Material

ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

		...
		...
		...

Discrepancy Action Input - Original - Microsoft Internet Explorer

Some guidelines on choosing your action code:

Your action code represents what action you are requesting to be taken.

- If you need to know what to do with material you don't want/need, but need no other action choose 1A.
- If you need to know what to do with material you don't want/need, but also need a credit/debit, choose 2A.
- If you are keeping the material and require no other action, choose 1B.
- If you are keeping the material and need to be billed for it, choose 2B.
- If you are requesting supply documentation choose 1C.
- If you are requesting proof of shipment choose 2K.
- If you are requesting technical documentation choose 2C.
- If you are re-ordering the item and require no other action, choose 1G.
- If you are submitting a discrepancy for information purposes and require no action, choose 1H.
- If you require financial adjustment (credit/debit), but no other action, choose 2J.
- If you require information related to the billing status, choose 2L.
- If you don't know which code applies, choose 1Z and fill in your desired action in the remarks section later. Reports with 1Z codes will take longer to process.
- If you need to submit other information related to your desired action which cannot be provided as a remark or attachment, choose 2Z.

Fields marked with a * are required.



SDR Original Discrepancy/Action Codes



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Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev Next Enter up to three **Discrepancy / Action Code** pairs. Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

Discrepancy	Action
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Clear Ok Cancel

Click on the “...” button to enter the Discrepancy and Action Codes from a drop-down list that displays codes and definitions.

This is a required field.

NOTE: Avoid using discrepancy code Z1 and action code 1Z. These codes will cause the SDR reject to the ILCO for manual review.



SDR Original Discrepancy/Action Codes



AFSAC

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev Next Enter up to three **Discrepancy / Action Code** pairs. Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

W5	1A	...
		...
		...

Discrepancy

W5 - Mixed stock received.

Condition of Materiel

C1 - In a condition other than shown on supply document or on the supporting inspection/test certificate.

C3 - Damaged US Postal Service shipment. (Security Assistance customers are authorized to use this code for all type

Expired Shelf Life

C2 - Expired shelf life.

Missing Component Data

C4 - Material received stripped of parts or components (cannibalized). Applicable to material returns or repairs only.

C5 - Incomplete item received. Do not use for incomplete sets/kits/outfits. (See S9)

S9 - Incomplete sets/kits/outfits. Do not use to report cannibalization of SSRI, COEI, or BII. (See C4)

Supply Documentation

Clear Ok Cancel

Use the pull-down menu and select the appropriate discrepancy.



SDR Original Discrepancy/Action Codes



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

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Next

Enter up to three **Discrepancy / Action Code** pairs.

Help

*SDR Type

shipping

*Location Of Discrepant Material

ICD - In-Country Depot

**Use the pull-down menu and
select the appropriate action.**

Input *Discrepancy Code - *Action Code

		...
		...
		...

Discrepancy

Action
1A - Disposition instructions requested.
1B - Material being retained.
1C - Supporting supply documentation requested.
1D - Material still required; expedite shipment. (Not applicable to Security Assistance.)
1F - Replacement shipment requested. (Not applicable to Security Assistance.)
1G - Reshipment not required. Item to be re-requisitioned.
1H - No action required. Information only.
1Z - Other action requested (see remarks).
2A - Disposition of material and financial adjustment (credit) requested.
2B - Material being retained. Financial adjustment (debit) requested.



SDR Original Discrepancy/Action Codes

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev

Next

Enter up to three **Discrepancy / Action Code** pairs.

Help

*SDR Type

shipping

*Location Of Discrepant Material

ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

		...
		...
		...

Discrepancy		
C1 - In a condition other than shown on supply document or on the supporting inspection/test certificate.		
C1 - In a condition other than shown on supply document or on the supporting inspection/test certificate.		
Action		
1A - Disposition instructions requested.		
1A - Disposition instructions requested.		
Clear	Ok	Cancel

Click the "OK" button to accept your choice of discrepancy and action code.



SDR Original Discrepancy/Action Codes



AFSAC



Supply Discrepancy Report (v.m10.3)

Original Info Copy Resubmit Contested Corrected Cancel Follow Up ILCO Update

Prev Next Enter up to three **Discrepancy / Action Code** pairs. Help

*SDR Type
shipping

*Location Of Discrepant Material
ICD - In-Country Depot

Input *Discrepancy Code - *Action Code

C1	1A	...
		...
		...


Click the “Next” button to accept the data.



SDR Original Received Item Detail



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Supply Discrepancy Report (v.m10.4)

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Prev | Next | Enter **Received Item** Details | Help

☒ Received data same as ordered data

****NSN**
193151766585-

AF MMAC
2

Navy COG
[]

Unit Of Issue
EA

****Nomenclature**
[]

****CAGE Code**
[]

***Unit Price**
49.88

****Part Number**
[]

** User must enter NSN or CAGE/Part Number or Nomenclature.

***Quantity Received SF364**
5

If you have multiple discrepancies including incorrect items or non-receipt, please do not include the incorrect item or non-receipt data in your quantity received.

Pre-filled to display received data same as ordered data.

If the material received is not what was ordered, un-check the box and enter the received data manually.

Fields marked with a * are required.



SDR Original Received Item Detail



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Enter **Received Item** Details

Help

☒ Received data same as ordered data

**NSN AF MMAC

193151766585- 2

Navy COG Unit Of Issue

EA

**Nomenclature

**CAGE Code

*Unit Price

49.88

**Part Number

** User must enter NSN or CAGE/Part Number or Nomenclature.

*Quantity Received SF364

5

If you have multiple discrepancies including incorrect items or non-receipt, please do not include the incorrect item or non-receipt data in your quantity received.

Enter the quantity received.

NOTE: This screen applies to all discrepancies except incorrect (wrong) item discrepancies.



SDR Original Condition Code (C1) Details



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Enter Condition (C1) Details

*Condition Code
A - Serviceable (issuable without qualifications) - New, used, repaired, or reconditioned material the

*Discrepant Quantity
0

This screen is where you need to provide details concerning materiel which you received with an inappropriate condition.



SDR Original Expired Shelf Life Code (C2) Details



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Help

Enter **Expired Shelf Life (C2)** Details

*SL Code Received

Mfg Name

CAGE Code

*Warranty Expiration Date

Lot Received

Batch Received

Serial Number

*Discrepant Quantity

**Date Cured

**Date Packed

**Date Manufactured

** User must enter Date Cured, Date Manufactured, or Date Packed.

This screen is where you need to provide details concerning materiel for which the shelf life has expired.



SDR Original

Missing Item/Component Details

This screen is allow you to enter details concerning missing items or components.

Maximum of 2 missing components per SDR at this time.

Supply Discrepancy Report (v.m10.4)

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Enter **Missing Item / Component (C4, C5, & S9) Details - C5**

Missing Item Summary

**MI NSN	MI AF MMAC	**MI Noun	*MI Unit Price	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
MI Navy COG	MI CAGE Code	MI Unit of Issue	MI Unit of Issue	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="28003.00"/>
	**MI Part Number	*MI Quantity		<input type="text"/>
	<input type="text"/>	<input type="text"/>		<input type="button" value="Add"/>

** User must enter NSN or Part Number or Nomenclature.

NSN	AF MMAC	COG	Nomenclature	Mfg CAGE	Part Number	Unit of Issue	Unit Price	Quantity	Value	Delete
4920002725665 RN			TESTER,ANTI-SKID			EA	28003.00	1	28003.00	<input type="button" value="Delete"/>

Enter the NSN of the missing item/component. Then, click the "Add" button. You can enter up to two missing items or components. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.



SDR Original Non-Receipt Code (S3,S5) Details



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Enter Non-Receipt (S3, S5) Details - S5

*Discrepant Quantity
16

This screen is where you need to provide details about items you have not received.

Fields marked with a * are required.



SDR Original Quality Codes (Q_) Details



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Supply Discrepancy Report (v.m10.4)

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Enter Quality (Q) Details - Q1

*Category Type
Type I- Deficiencies that require immediate attention to mitigate risk and/or limit/resolve mission impact.

Mfg Name	Date Assembled	Operation Time	Quantity In Stock	Circumstances Prior To Difficulty
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAGE Code	Date Rebuilt	Next Higher Assembly		Description of Difficulty
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Date Discovered	Date Cured	End Item		Suspected Cause
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Date Packed	Warranty Expiration Date	Weapon System		Action Taken
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Date Manufactured	*Discrepancy Quantity	Serial Number		Recommendations
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Provide details concerning materiel you have received with quality problems.

If customer enters details on this screen, the 14 point checklist attachment requirement is satisfied.



SDR Original Wrong/Incorrect Item (W_) Details

This screen is where you need to provide details concerning incorrect materiel which you have received.

Supply Discrepancy Report (v.m10.4)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

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Enter **Wrong / Incorrect Item (W)** Details - W1

**NSN AF MMAC RIC *Condition Code II Summary

A - Serviceable (issuable without qualifications)

**Nomenclature *Unit Price A - Serviceable (issuable without qualifications) - New, used, repaired, or reconditioned material that is serviceable and

CAGE Code Unit Of Issue Navy COG

**Part Number Mfg Name *Discrepant Quantity

** User must enter NSN or Part Number or Nomenclature.

Add

NSN	AF MMAC	Navy COG	Nomenclature	Mfg CAGE	Part Number	Mfg Name	U/I	Unit Price	Quantity	Value	RIC	Condition Code	Delete
4920010564396	EH		RESISTOR, FIXED, WIRE				EA	2.08	1	2.08	S9E	A	Delete

Enter the NSN of the wrong/incorrect item. Then, click the "Add" button. You can enter up to two wrong/incorrect items. If have more than two, then enter another SDR or include the extra information in the Customer Remarks section.



SDR Original Other Discrepancy Details



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Supply Discrepancy Report (v.m10.4)

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Enter **Other Discrepancy** Details - 01

*Discrepant Quantity

This is the basic screen for a discrepancy where we do not require much information.

Fields marked with a * are required.



SDR Original Condition (C1) Code Details



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Supply Discrepancy Report (v.m10.3)

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Help

Enter **Condition (C1)** Details

*Condition Code

A - Serviceable (issuable without qualifications) - New, used, repaired, or reconditioned material that is serviceable and issuable to selected customers, but requires test, alteration, modification, or repair.

B - Serviceable (issuable with qualifications) - New, used, repaired, or reconditioned material that is serviceable and issuable to selected customers, but requires test, alteration, modification, or repair.

C - Serviceable (priority issue) - Items which are serviceable and issuable to selected customers, but requires test, alteration, modification, or repair.

D - Serviceable (test/modification) - Serviceable material that requires test, alteration, modification, or repair.

E - Unserviceable (limited restoration) - Materiel that involves only limited expense or effort to restore to serviceable condition.

F - Unserviceable (reparable) - Economically reparable materiel that requires repair, overhaul, or replacement of major components.

G - Unserviceable (incomplete) - Materiel requiring additional parts or components to complete the end item.

H - Unserviceable (condemned) - Materiel which has been determined to be unserviceable and does not require repair.

J - Suspended (in stock) - Materiel in stock that has been suspended from issue pending condition clearance.

L - Suspended (litigation) - Stock held pending litigation or negotiation with contractors or common carriers.

Q - Suspended (product quality deficiency) - Potential and confirmed product quality deficiency relating to the materiel.

For Example:

We will fill in a Condition (C1) Code screen.

1. Use the drop-down menu to select the condition code of the discrepant materiel.



SDR Original Condition (C1) Code Details Filled In



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Supply Discrepancy Report (v.m10.3)

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Enter **Condition (C1)** Details

*Condition Code
F - Unserviceable (reparable) - Economically reparable materiel that requires repair, overhaul, or reconditioning (includes reparable items which are radioactively contaminated).

*Discrepant Quantity
1

2. Enter your discrepant quantity.
3. Click the "Next" button.



SDR Original Processed Discrepancy



Click the "Next" button to accept the data.

Supply Discrepancy

Original Info Copy Resubmit Contested Corrected Cancel Follow Up ILCO Update

Prev **Next** Help

Processed Discrepancies

1	C1 In a condition other than shown on supply document or on the supporting inspection/test certificate. 1A Disposition instructions requested.	Quantity <input type="text" value="5"/> Value <input type="text" value="249.40"/>
2	This screen displays a summary of the discrepancies (up to 3) you have entered.	
3		

*Total Discrepant Quantity *Total SDR Value

Total Discrepant Quantity and Total SDR Value is calculated by system. If user over-writes, the system calculation will be permanently deactivated on this submission.



SDR Original Customer Remarks



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Supply Discrepancy Report (v.m10.4)

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Customer Remarks

Help

This screen can be used to enter any explanatory remarks related to your report.

Click the “Next” button to accept the data.



SDR Original Attachments



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Supply Discrepancy Report (v.m10.3)

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Attachments

Help

Browse...

Add

Remove

File attachments are limited to 10 MB in size and must have one of the following extensions: bmp doc gif jpg jpe jpeg pdf txt xls csv

This screen will allow you to attach files to support your SDR.

Use the “Browse”, “Add”, and “Remove” buttons to manage your attached files.

Click the “Next” button to accept the data.

NOTE: The file size and extensions allowed.



SDR Original Preparing Official



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev | **Next** | **Preparing Official's Details** | Help

*Preparing Official Name: Sdr Web2

Preparing Official Title:

*Preparing Official Commercial Phone: 555-5555x5555

Preparing Official Commercial Fax:

*Preparing Official eMail: SDR2@wpafb.af.mil

*Preparing Official Address: - AFSAC-FLO/

AFSAC-FLO/

This screen will allow you to input your contact information.

Some information can be pre-filled. Correct any data that is wrong or enter missing data.

Address pull-down will allow you to select a country address that we have on file. If no country address on file, user must enter it in the block provided.



Click the "Next" button to accept the data.



SDR Original View/Submit



AFSAC

 **Supply Discrepancy Report (v.m10.3)** 

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev | Next | **View SDR** | Submit SDR | Help

View your SDR if you want; submit your SDR when you are ready.

This screen will allow you to review your report before final submission.

Click the “View SDR” button to view/print the DRAFT SF364 form.

Click the “Prev” button to make corrections to your report before submitting.



SDR Original SF364 Draft



AFSAC

DRAFT

**DRAFT SF364 Form,
review OR print
before final
submission.**


REPORT OF DISCREPANCY (ROD)				DATE OF PREPARATION		2. REPORT NUMBER		
<input checked="" type="checkbox"/> SHIPPING		<input type="checkbox"/> PACKAGING		02-NOV-2005		A1005- -KDH/001-O		
3. TO (Name and address, include ZIP code) Air Force Security Assistance Center ATTN: AFSAC/COSD, 5490 Pearson Rd, Wright Patterson AFB, Oh 45433-5332				4. FROM (Name and address, include ZIP code) AFSAC-FLO/				
5a. SHIPPER'S NAME W25G1U				6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.) 45V42673886XX				
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)		7b. OFF		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) D 45V42673886				
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11. ACTION
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE ₁ (d)	CODE ₂
NSN Ordered: 6680010354465 SX Name Ordered: CASE,INDICATOR	EA	2 / 2			\$769.36			
NSN Received : 6680010354465 SX Name Received : CASE,INDICATOR	EA		1	1	\$769.36	\$769.36	C1	1A
Discrepant Totals:				1		\$769.36		




SDR Original View/Submit



AFSAC



Supply Discrepancy Report (v.m10.3)



Original

Info Copy

Resubmit

Contested

Corrected

Cancel

Follow Up

ILCO Update

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View SDR

Submit SDR

Help

View your SDR if you want; submit your SDR when you are ready.

Click the "Submit SDR" button to submit your report.



SDR Original Confirmation Page



AFSAC

Supply Discrepancy Report (v.m10.3)

Original | Info Copy | Resubmit | Contested | Corrected | Cancel | Follow Up | ILCO Update

Prev | Next | **View SDR** | Help

Submitted SDR

Report Number	Sequence Number	Document Number	Doc Suffix	Date Received SF364
A1005- KDH/001	99	D 45V42673886		02 NOV 2005

Discrepancy Code	Action Code
C1	1A

This screen is confirmation that an SDR record has been submitted.

Click on "View SDR" to view and/or print out the FINAL SF364.

NOTE: After your report is submitted, it can only be edited using the Correction Wizard.



SDR Original SF364 Final



AFSAC

Save a Copy | Search | Select | 108% | Sign

REPORT OF DISCREPANCY (ROD)

☒ SHIPPING ☐ PACKAGING

1. DATE OF PREPARATION
02-NOV-2005

2. REPORT NUMBER
A1005- -KDH/001-O

3. TO (Name and address, include ZIP code)
Air Force Security Assistance Center ATTN: AFSAC/COSD,
5490 Pearson Rd,
Wright Patterson AFB, Oh 45433-5332

4. FROM (Name and address, include ZIP code)
AFSAC-FLO/

5a. SHIPPER'S NAME
AN5

6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
45V42673886XX

7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)

7b. OFF

8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)
D 45V42673886

9. SHIPMENT, BILLING, AND

10. DISCREPANCY DATA

NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE ₁ (d)	11. ACTION CODE ₂
NSN Ordered: 6680010354465 SX Name Ordered: CASE,INDICATOR	EA	2 / 2			\$769.36			
NSN Received : 6680010354465 SX Name Received : CASE,INDICATOR	EA		1	1	\$769.36	\$769.36	C1	1A
Discrepant Totals:				1		\$769.36		

12. REMARKS (Continue on a separate sheet of paper if necessary)

1 of 1



Technical Assistance



AFSAC

AFSAC
Online

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What's New

Security

Feedback

Help

Supporting
Worldwide
Partnerships

Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

AFSAC Online Links

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- What's New
- System Requirements
- FAQ's
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- Tech Support**
- Apply for AFSAC Online and/or SAMIS Account
- Change Password
- Security Cooperation Information Portal (SCIP) Web Site
- Password Required**
- Apply for SCIP Portal Account
- Application Links**
- Tutorials
- Applications Suite
- Supply Application
- Letter of Request (LOR)
- Logistics Applications



AFSAC Online

For "Technical Assistance" with the SDR-A Original Submission Wizard tool, contact AFSAC Technical Support.

- AFSAC's goal not intended to have developed provide easy,
- Business app

(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.

ther attempt to achieve that goal. It is our customers are worldwide, we